

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
MONDAY, APRIL 22, 2013
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 5:35 p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Absent), Councilmember Johnie Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Lauren M. Hayes, Human Resources Officer, Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

3.1.1. City Administrator Position

- Ms. Hayes presented the Council with four new applicants for the City Administrator position.
- Ms. Hayes stated that three of the candidates reside in Maryland and one candidate resides in Fairfax County.
- Ms. Hayes stated that three of the applicants have a MA degree in Public Administration and one of the candidates has a degree in Urban Planning.
- Ms. Hayes stated that another candidate has seventeen years of City Manager experience.
- Ms. Hayes stated that she has responded to each applicant acknowledging receipt of the application by e-mail.
- Ms. Hayes stated that she informed each applicant that they will be contacted for an interview if the Council desires. Otherwise their resumes will be maintained on file.

- Councilmember Higgs wanted to know if the candidates know the salary for the position.
- Ms. Hayes stated that when the application and resumes are received the candidate does not know the salary, as it is advertised as salary commensurate with experience.
- Councilmember Yeargin wanted to know the last employment of the candidate with the most experience.
- Ms. Hayes stated that he was a County Administrator with Alleghany County. However, he has not worked in three years.
- Councilmember Simms stated that the Council has been working on this for quite some time.
- Councilmember Simms stated that you sent the application down for Mr. Burris as a qualified candidate.
- Councilmember Simms stated that her recommendation will be to have Mr. Burris come in and the Council offers him the position, if he is still available.
- It was motioned by Councilmember Simms and seconded by Councilmember Kennedy for the Council to bring Mr. Burris in and make him an offer for the City Administrator position. The motion carried.
- Council President Porter stated that we have motion that has been seconded. Do any of the Councilmember's have any questions?
- Councilmember Raynor wanted to know why the Council feels that Mr. Burris is qualified for the position.
- Councilwoman Simms stated that based on the interview and the resume that came down from the Human Resources Officer as a qualified candidate.
- Councilmember Raynor stated that the background check does not provide a current or past employer that is willing to stand behind the applicant.
- Councilwoman Simms stated that it was not true with the regards to the background check.
- Ms. Hayes stated that the way background checks work now is that the company will not release any information on the employee to eliminate the potentials of being sued.
- Ms. Hayes stated that some of the information is considered confidential.
- Councilmember Porter stated that he feels that we have new applicants that have City Administrator experiences that the Council should consider looking over
- Councilmember Porter stated that the Council could bring Mr. Burris in along with the other applicants for another interview.

- Councilmember Porter stated that the development that will be taken place will require the candidate to have experience urban planning.
- Council President Porter stated that we have received additional applications with City Administrator position.
- Council President Porter stated that the criteria for the position are for the candidate to have City Administrator position and this applicant does not have any experience.
- Councilmember Yeargin inquired if the Council agreed to continue to advertise the position and an agreement to entertain new applicants.
- Council President Porter asked the City Clerk to answer the question.
- City Clerk, Lanham stated that four of the Councilmember's agreed to have the position advertised.
- City Clerk, Lanham stated that the Council did not state they would not interview the new candidates.
- Councilwoman Simms stated that it was a motion on the floor.
- Council President asked if the Council had any more question.
- The City Council did not have more questions.
- Council President Porter requested the City Clerk to call the roll.
- FOR: Higgs, Kennedy, Simms, Stephenson and Yeargin
- AGAINST: None
- ABSTAIN: Porter and Raynor
- Council President Porter requested the Human Resources Officer to prepare the offer letter for Mr. Burris.
- Ms. Hayes wanted to know how much does the Council want to offer him.
- Councilwoman Simms stated that the candidate was under the impression that he would be making the current salary.
- It was requested for the Human Resources Officer to contact Mr. Burris for an immediate meeting date time.
- Councilmember Porter requested for Ms. Hayes to notify the City Clerk of the date and time for her to poll the council.
- Councilmember Raynor stated that if he does not accept the position, the Council can interview the other candidates.
- Council President Porter stated it is a negotiation process with the candidates. The candidate may request a contract for the position. The City has a set arrangement that we have done in the past.
- Ms. Hayes stated that once the Council meet and decides how they want to move forward with regards to the offer and it will be concrete.

- Councilwoman Simms inquired of the process the City has used in the past.
- Ms. Hayes stated that she sent the offer letter and former Councilwoman Gatling met with Mr. Jones a few times to tour the City. She stated that Mr. Prangle can attend the negotiations.
- Councilmember Yeargin stated that we need get a statement from the Treasurer on the offer of the salary.
- Ms. Hayes stated that the offer letter will provide the salary.
- Ms. Hayes stated that the position is being advertised as the salary being commensurate with experience.
- Ms. Hayes stated that the investigation at hand has two interview dates tomorrow, Tuesday, April 23, 2013 and May 13, 2013.

4. **LEGISLATION**

4.1.1. None

5. **UNFINISHED BUSINESS**

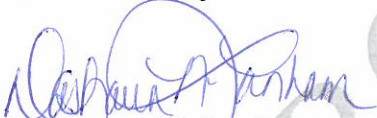
5.1.1. None

6. **ANNOUNCEMENTS**

6.1.1. See Budget Hearing Agenda

ADJOURN- The meeting was adjourned at 6:05p.m.

Submitted by,



Dashaun N. Lanham
City Clerk